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# DLA ADMINISTRATIVE SUPPORT CENTER

**POSITION:** General Engineer, GS-801-12  
**LOCATION:** Defense Contract Management Command  
District International (DCMDI)  
**Duty Station:** Kuwait

**ANNOUNCEMENT:** DCMDI-35-CS  
**OPENING DATE:** May 7, 1997  
**CLOSING DATE:** Open Continuous

**AREA OF CONSIDERATION:** Appointable Employees of Department of Defense

**APPOINTMENT CRITERIA:** Currently tour lengths in Kuwait are being limited to one year on an unaccompanied basis. However, this situation may change at any time, and if so, dependents would be allowed to join employees in Kuwait at the time of such change. Until then employees would be able to apply for separate maintenance allowance (SMA) for their dependents who remains in the United States.

**DUTIES:** The incumbent serves as a General Engineer. Performs engineering mission support activities at the request of DCMC elements for quality, manufacturing or engineering surveillance activities on assigned contracts and all other engineering support activities. Employs technical expertise to perform and analyze costs proposals, value engineering change proposals, value engineering change proposals, Cost Schedule Control Systems (C/SCSC) activities, engineering management surveys, facilities requirements, pre-award surveys, work measurement system applications and the adequacy of contractor's management systems and procedures. Provides engineering support to buying activities and other DCMC elements, as required, in the areas of: (1) surveillance of design, development and production efforts; (2) monitoring contractor and subcontractor engineering design, software development, production and test efforts in accordance with contract terms; (3) evaluation of contractor manufacturing and engineering expenditures; (4) evaluation of engineering change proposals; (5) evaluation of cost reduction proposals and configuration management systems; (6) evaluating and submitting recommendations concerning the adequacy of specifications and/or drawings; (7) evaluating and submitting recommendations concerning the procurement of special test equipment and (8) determining effective government test and inspection criteria. Performs additional support functions to buying activities and DCMC elements related to contract costs, schedule and performance.

**QUALIFICATION REQUIREMENTS:** Applicants must show: (1) successful completion of a full 4-year professional engineering curriculum leading to a bachelor's degree or higher in engineering in an accredited college or university; or (2) a combination of education and experience as outlined in the Office of Personnel Management Operating Manual. In addition, applicants must have a minimum of one year of professional engineering experience equivalent to the GS-11 in the Federal Service. Professional engineering experience is (a) professional knowledge of engineering; (b) professional ability to apply such knowledge of engineering problems; and (c) positive and continuing development of professional knowledge and ability. This experience must have equipped the applicant with knowledge, skills, and abilities to fully perform the duties listed above. Applicants must have served one year in grade GS-11 to meet OPM time-in-grade requirements.

<b><u>EVALUATION METHODS:</u></b>	<b><u>MAXIMUM POINT VALUE</u></b>
1. Quality of Experience	65
2. Performance Appraisal	15
3. Education, Training and Self Development	15
4. Awards	5
	100

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**METHOD OF RANKING:** Applicants competing for promotion will be given a score based on the completion of the attached Merit Promotion Questionnaire.

**OTHER:**

1. This position may be filled through means other than the competitive promotion process. This may include reassignments to repromotion of qualified eligibles or appointment from an Office of Personnel Management Certificate of Eligibles. In such case, this announcement will be canceled and all applicants so advised.
2. Time in grade and qualification requirements must be met by the closing date of this announcement.
3. All qualified reassignment applicants within the stated area of consideration will be referred for selection consideration. Employees competing for promotion are subject to the evaluation methods outlined above.
4. SF-171(s) and related forms transmitted by facsimile equipment will not be accepted.
5. This position is designated noncritical sensitive as defined in DOD 5200.2-R and therefore requires that a personnel security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 90 days or longer to process.
6. Applications will be accepted from disabled veterans who are in receipt of compensation at the rate of 30% or more.
7. TDY is required.
8. The tour length for this overseas location is 1 years. Extension(s) up to a maximum of 5 years is possible, however, extensions are not guaranteed and no promise of an extension is implied.
9. Government quarters are provided at no charge to the employee.
10. Post Allowance (PA) is authorized. PA is a tax free cost-of-living allowance (similar to locality pay) that reimburses an employee for certain living costs incurred while stationed in a foreign area where the cost of living, other than quarters, is much higher than in Washington, D.C.
11. Post Differential (PD) is authorized. PD provides added compensation to eligible employees stationed where environment, physical security, and living conditions are substantially different from those in the continental United States. PD is taxable.
12. Nontemporary storage (NTS) is authorized. NTS at government expense may be authorized for a period not to exceed the length of the tour of duty in the overseas area.
13. Shipment of household goods (HHGs) to the overseas area is authorized. (NTS and HHGs shipment combined can not exceed 18,000 pounds).
14. Salary advance of 3 months is authorized. Advances may be made during the period of 3 weeks before the estimated departure date to a foreign duty post or up to 2 months after arrival. Repayment may be made by payroll deductions of up to 26 subsequent pay periods or by lump-sum payment.
15. Home leave is accrued at the rate of 5 days per year. Home leave may only be granted after completion of 24 months continuous service abroad. Carryover of 360 hours of annual leave is authorized.
16. Return rights within DoD are mandatory.
17. Real estate expenses will not be authorized.
18. An overseas sponsor will be appointed at the time of selection to provide more specific information.
19. Overseas allowances are subject to change without notice. Additional information regarding allowances and differentials can be found in the Department of State Standardized Regulations (DSSR). Information regarding overseas travel entitlements can be found in the Joint Travel Regulation (JTR) Volume II. Upon selection of this position, specific allowance rates will be provided.
20. If selected for this position, pay retention, as defined in DLAR 1416.8, will be offered to successful applicants whose pay would otherwise be reduced.
21. Tour of duty is Sunday through Friday.

**HOW TO APPLY:** Applicants may choose any of the following written application formats:

- (1) OF 612, Application for Federal Employment, available from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.
- (2) SF 171, Application for Federal Employment.
- (3) Resumes. Certain information is required to be included on resumes. These requirements are specified in OF 510, Applying for a Federal Job. The form may be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies. Failure to provide all of the required information could result in an ineligible rating.

**Applicants must forward a written application/resume along with the following documents and forms:**

- a. The attached Merit Promotion Questionnaire. APPLICATIONS RECEIVED WITHOUT THE MERIT PROMOTION QUESTIONNAIRE WILL NOT BE CONSIDERED.
- b. A copy of current annual performance rating and appropriate performance standards. (For DLA employees, DLA Forms 46 and 46A (Jun 86 version) or Merit Pay appraisal and standards, if applicable, are to be submitted. DLA employees serviced by non-DLA personnel offices may submit their current appraisals and performance standards on the appropriate forms utilized by their respective systems). FAILURE TO SUBMIT A CURRENT PERFORMANCE APPRAISAL (NO MORE THAN 18 MONTHS OLD) MAY AFFECT APPLICANT'S OVERALL RATING. Applicants who have a minimally acceptable or unacceptable annual performance rating will not be certified for promotion consideration.
- c. A list of all awards received within the past 10 years, including the dates of the awards.

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d. Copy of recent SF-50-B, Notification of Personnel Action, for verification of competitive status/reinstatement eligibility.

**WHERE TO APPLY:** ATTN: DASC-HC, DLA Administrative Support Center, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, Virginia 22060-6220. APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE INDICATED IN THE JOB OPPORTUNITY ANNOUNCEMENT.

For further information regarding this vacancy, call (703) 767-7320 or DSN 427-7320. For general vacancy information, call (703) 767-7100 or DSN 427-7100.

**ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, MARITAL STATUS, UNION MEMBERSHIP, OR NONDISQUALIFYING PHYSICAL OR MENTAL DISABILITIES.**

# Merit Promotion Questionnaire

**Position:** General Engineer, GS-0801-12

**Location:** Kuwait

**Applicant Name:** \_\_\_\_\_

**SN:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_

## Privacy Act Notice

This questionnaire is designed to provide the information needed to evaluate your qualifications and make a selection. Authority to gather this information is derived from 5 U.S.C. 3301. Failure to properly complete the form may result in the questionnaire being rejected or your being rated ineligible. This questionnaire must be completed and postmarked by the closing date of the announcement. You cannot submit any information after that date.

## How to Fill Out This Questionnaire

This questionnaire asks for a variety of types of information needed to assign a rating for the JOA listed above. Please mark your answers clearly and answer each Ranking Question truthfully. Falsification of your answers may result in disciplinary action, up to and including removal. Circle all answers for which you can truthfully answer YES. Beside each Ranking Question, you must indicate the block(s) on your application where you obtained the experience. Your application should have identifying letters for experience sections. For example, if you got your experience in your current or your most recent job, you would enter the appropriate letter under "Where on Application" beside the question. **YOU WILL NOT RECEIVE POINTS FOR RANKING QUESTIONS WHERE YOU DO NOT COMPLETE THIS COLUMN.**

## Education

Up to 15 points are awarded for education. Identify your level of education and the major field of study for each level. An academic year is 30 Semester or 45 Quarter hours. Point values are not cumulative. The following Majors are RELATED: General Engineering, Electrical Engineering, Electronic Engineering, Civil Engineering, Aerospace Engineering

Level of Education	Major (points)			
Semester/12 Quarter Hours	_____ Any Major (0 )			
15 Semester/24 Quarter Hours	_____ Any Major (0 )			
Academic Year	_____ Any Major (0 )			
Academic Years	_____ Related Major (0 )	_____ Other Major (0 )	_____ Any Major (0 )	
Academic Years	_____ Related Major (0 )	_____ Other Major (0 )	_____ Any Major (0 )	
Bachelor's Degree	_____ Related Major (13)	_____ Other Major (0 )	_____ Any Major (0 )	
Graduate Academic Year	_____ Related Major (14)	_____ Other Major (0 )	_____ Any Major (0 )	
Master's Degree or Higher	_____ Related Major (15)	_____ Other Major (0 )	_____ Any Major (0 )	

## Awards

Up to 5 points are given for creditable awards. You get one point each for up to five occurrences of each award type. Do not list awards you received more than five years before the date you submit this Questionnaire.

\_\_\_\_\_ Value Engineering \_\_\_\_\_ Meritorious or Superior Civilian Service  
\_\_\_\_\_ EEO Award \_\_\_\_\_ Commendable Service Certificate  
\_\_\_\_\_ Cash Award (SSPA, QSI, On-the-Spot, Beneficial Suggestion for which cash was paid, etc.)

## Performance Ratings

Up to 15 points are given for performance ratings. List your three most recent annual performance ratings received in the past five years and indicate if they were for a *Related* or *Unrelated* job series. You will get one point for each year for which you do not indicate a performance rating. **Do not check more than three boxes.** *Related* job series are: S-801, 810, 830, 855, 861, & 896

Rating Level	Related	Unrelated
Exceptional (Level 5)	_____ 5 points each	_____ 3 points each
Highly Successful (Level 4)	_____ 4 points each	_____ 2 points each
Fully Successful (Level 3)	_____ 3 points each	_____ 1 points each
Below Fully Successful (Level 1 or 2)	_____ 0 points each	_____ 0 points each

Ranking Questions	Where on Application
<p align="center"><b>General Engineer, GS-801-12</b></p> <p><b>Up to 65 points are awarded for experience. Please circle your “Yes” or “No” response to each question. Uncircled questions will be considered a “No” response.</b></p> <p>A. Are you certified for Defense Acquisition Workforce Improvement Act in Engineering at level I?(Attach copy of certification)  A. Yes      B. No</p> <p>A. Are you certified for Defense Acquisition Workforce Improvement Act in Engineering at level II?(Attach copy of certification)  A. Yes      B. No</p> <p>A. Are you certified for Defense Acquisition Workforce Improvement Act in Engineering at level III?(Attach copy of certification)  A. Yes      B. No</p> <p>A. Have you served as a Program Integrator?  A. Yes      B. No</p> <p>A. Have you served as a Support Program Integrator?  A. Yes      B. No</p> <p>A. Have you served as a member of a program support team as a working team member?  A. Yes      B. No</p> <p>A. Have you prepared Technical Surveillance Reports with multi-functional input?  A. Yes      B. No</p> <p>A. Have you prepared recurring program status reports as a Program Integrator, a Support Program Integrator, or as a member of a program support team?  A. Yes      B. No</p> <p>A. Have you prepared reviews and comments on CDRLs?  A. Yes      B. No</p> <p>B. Have you prepared reviews and comments on Design Review summaries?  A. Yes      B. No</p> <p>1. Have you prepared reviews and comments on Configuration Audit Reports?  A. Yes      B. No</p> <p>2. Have you conducted or provided technical input to a program Management Review (PRR) 1-3 times?  A. Yes      B. No</p>	

Ranking Questions	Where on Application
<p style="text-align: center;"><b>General Engineer, GS-801-12</b></p> <p>3. Have you conducted or provided technical input to a Program Management Review (PMR) 4-8 times? .. Yes     B. No</p> <p>4. Have you conducted or provided technical input to a Program Management Review (PMR) 9 or more times? .. Yes     B. No</p> <p>5. Have you served as an engineer in the DCMAO capacity? .. Yes     B. No</p> <p>5. Have you served as an engineer in the Residency capacity? .. Yes     B. No</p> <p>7. Have you served as an engineer in the DPRO capacity? .. Yes     B. No</p> <p>8. Have you served as an engineer in the HQ District capacity? .. Yes     B. No</p> <p>9. Have you completed 1-3 technical support negotiations (TSNs) in the last two years? .. Yes     B. No</p> <p>9. Have you completed 4-8 technical support negotiations (TSNs) in the last two years? .. Yes     B. No</p> <p>1. Have you completed 9 or more technical support negotiations (TSNs) in the last two years? .. Yes     B. No</p> <p>2. Have you performed on-site surveillance actions on review of RFW, RFDs, ECPs? .. Yes     B. No</p> <p>3. Do you have actual work experience dealing with foreign governments under Foreign Military Sales (FMS) or Letters of Offer and Acceptance (LOAs)? .. Yes     B. No</p> <p>4. Do you have hand-on experience with contractual documents such as invitations for bid? .. Yes     B. No</p> <p>5. Do you have hands-on experience with contractual documents such as request for proposal? .. Yes     B. No</p>	

Ranking Questions	Where on Application
<p style="text-align: center;"><b>General Engineer, GS-801-12</b></p> <p>5. Do you have hands-on experience with contractual documents such as cost-type contracts?  <input type="checkbox"/> Yes    <input type="checkbox"/> B. No</p> <p>7. Do you have hands-on experience with contractual documents such as delivery orders?  <input type="checkbox"/> Yes    <input type="checkbox"/> B. No</p> <p>8. Do you have hands-on experience with contractual documents such as provisional items orders?  <input type="checkbox"/> Yes    <input type="checkbox"/> B. No</p> <p>9. Do you have hands-on experience with contractual documents such as construction contracts?  <input type="checkbox"/> Yes    <input type="checkbox"/> B. No</p> <p>10. Do you have hands on experience with contractual documents such as engineering manufacturing development contracts?  <input type="checkbox"/> Yes    <input type="checkbox"/> B. No</p> <p>11. Have you prepared written guidance clarifying contractual policies and procedures?  <input type="checkbox"/> Yes    <input type="checkbox"/> B. No</p> <p>12. Have you prepared written material for briefings and other presentations?  <input type="checkbox"/> Yes    <input type="checkbox"/> B. No</p> <p>13. Have you prepared written correspondence for directorate level signature?  <input type="checkbox"/> Yes    <input type="checkbox"/> B. No</p> <p>14. Have your prepared written correspondence for command level signature?  <input type="checkbox"/> Yes    <input type="checkbox"/> B. No</p> <p>15. Have you prepared written correspondence for Congressional inquiries?  <input type="checkbox"/> Yes    <input type="checkbox"/> B. No</p> <p>16. Have you prepared written correspondence for Congressional inquiries?  <input type="checkbox"/> Yes    <input type="checkbox"/> B. No</p> <p>17. Have you conducted or chaired meetings concerning procurement/contractual administrative projects?  <input type="checkbox"/> Yes    <input type="checkbox"/> B. No</p> <p>18. Have you presented briefings to co-workers within your organizations?  <input type="checkbox"/> Yes    <input type="checkbox"/> B. No</p>	

Ranking Questions	Where on Application
<p style="text-align: center;"><b>General Engineer, GS-801-12</b></p> <p>9. Have you presented formal briefings and status reports to higher level management?  .. Yes     B. No</p> <p>10. Have you presented formal briefings to senior level managers outside your organization?  .. Yes     B. No</p> <p>11. Have you had hands-on experiencing in Electronics Engineering?  .. Yes     B. No</p> <p>12. Have you had hands-on experience in Mechanical Engineering?  .. Yes     B. No</p> <p>13. Have you had hands-on experience in Civil Engineering?  .. Yes     B. No</p> <p>14. Have you had hands-on experiencing in Aerospace Engineering?  .. Yes     B. No</p> <p>15. Have you had hands-on experience in Industrial Engineering?  .. Yes     B. No</p>	

Certification	
<p><b>hereby certify that the information I have provided in this Questionnaire is complete and truthful. I understand that falsification of this Questionnaire may result in disciplinary action, up to and including removal.</b></p>	
<p><b>Signature:</b></p>	<p><b>Date:</b></p>